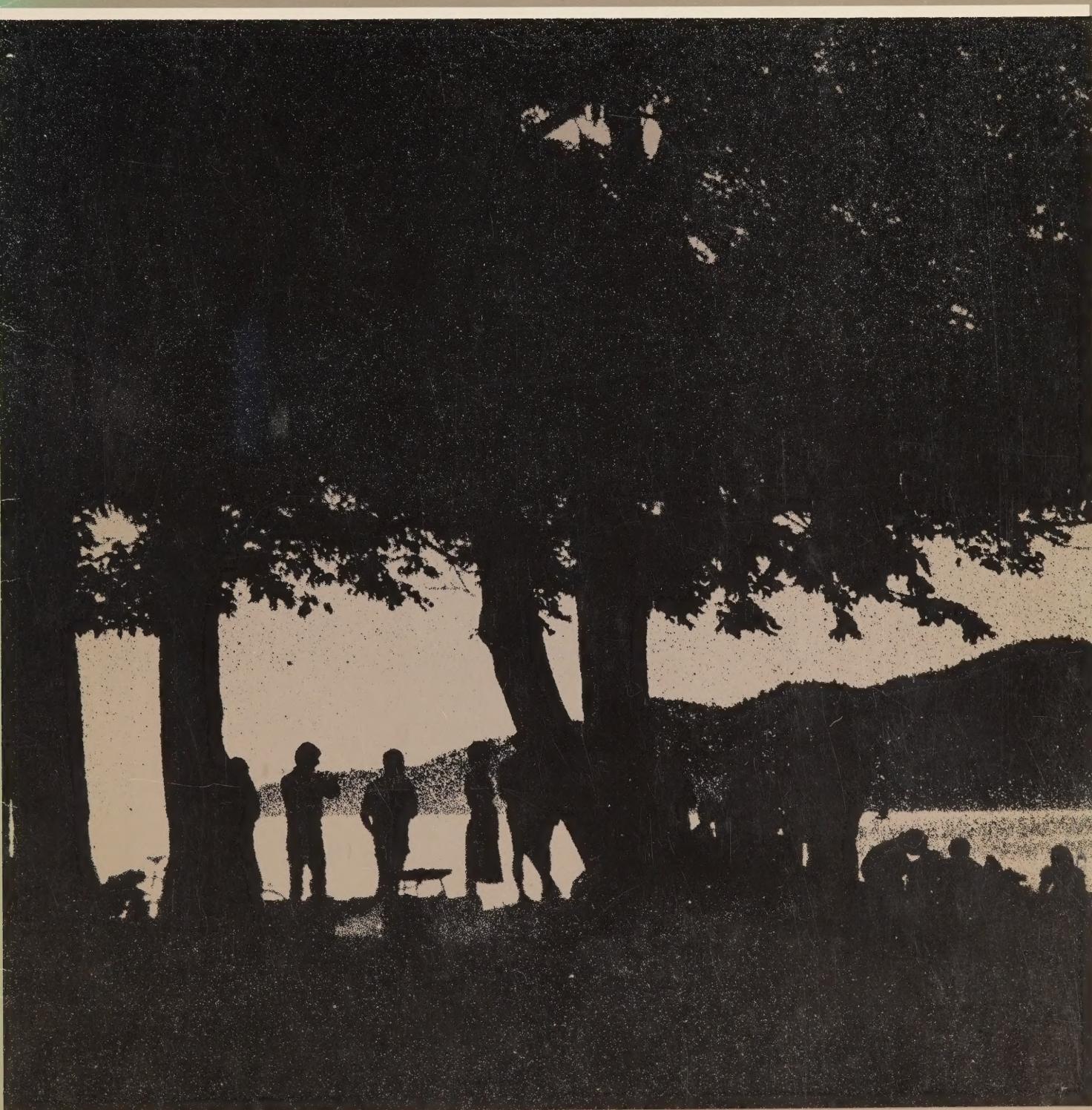




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# Community Recreation Planning Program



Ministry of  
Tourism  
and  
Recreation

Province of Ontario  
Queen's Park  
Toronto, Canada  
M7A 2R9

John Eakins  
Minister  
Jim Keenan  
Deputy Minister



## Overview

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Does your municipality or organization face difficult tasks in the next decade? Does your community want to make better decisions? You may be able to benefit from the Community Recreation Planning Program.

Community-responsive and financially-responsible recreation services are important to Ontarians. In order to encourage the development of improved community services, innovative recreation planning activities are assisted by the Community Recreation Planning Program.

This program supports efforts by Ontario municipalities and community organizations to improve their efficiency and effectiveness through increased co-operation and co-ordination. The program supports planning activities that provide decision-makers with better information about needs and resources.

Financial assistance from the Community Recreation Planning Program is available to share the costs of obtaining professional expertise to help plan the future development of recreation services. This guide contains important information about this program. Further information is available from your local office of the Ministry of Tourism and Recreation.



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## ***What are the aims of this program?***

The objective of the Community Recreation Planning Program is to increase the effectiveness of community recreation services in Ontario. It aims to assist municipalities and organizations to plan for:

- Better responses to community needs.
- More effective delivery of recreation services.
- Greater co-operation and co-ordination.
- The best use of community resources.
- The needs of special groups such as the disabled, older adults, youth and women.

The Community Recreation Planning Program aims to increase the effectiveness of recreation services by encouraging the alteration, renewal and integration of existing services and the co-operative development of future services. It is intended to support planning activities that, without its financial assistance, could not proceed.

The Community Recreation Planning Program is meant to support planning activities that place emphasis on:

- Community involvement – the active participation of organizations and individuals throughout your community is important in planning effective recreation services.
- Co-operation and co-ordination – all community organizations and agencies who provide recreation services need to plan together.
- Focus on action – planning leads to action because it helps your community to make decisions.
- Innovation – the Community Recreation Planning Program encourages the use of new problem-solving approaches such as the integration of local and non-local uses of facilities and programs where effective and suitable.
- Affordability – the benefits of improvements to recreation services must be weighed against their immediate and long term costs in order to make responsible decisions.

## **What is recreation planning?**

## **Who may apply?**

## **What projects will be considered?**

Planning helps people to communicate about recreation services. Planning can aid members of your community in reaching a shared understanding of the facts and their feelings about those facts concerning recreation. Then a realistic decision can be made on which of several choices will benefit your community most.

Recreation planning is a problem-solving process. It involves setting goals and then examining how available physical, financial and human resources can be best used to reach those goals. The techniques and methods used must fit your situation.

Planning is building your community's understanding of recreation services in order to determine the best course of action in the future.

Municipalities, incorporated non-profit organizations, school boards in unorganized territories, Indian band councils or local service boards may apply for Community Recreation Planning Program financial assistance. Non-profit organizations must have been incorporated at least one year prior to application. A resolution by the applicant organization approving the undertaking of the project and the application for the Community Recreation Planning Program must be provided.

Planning studies of interest to the Community Recreation Planning Program fall into three broad areas:

- Recreation plans – broad future-oriented reviews of community recreation services, usually under the leadership of the municipality, that involve all community recreation service providers.
- Feasibility studies – detailed examination of a specific need or issue, usually facility-related, that identifies the costs and benefits of several alternative courses of action.
- Operational reviews – reviews of specific existing recreation services identify ways to improve the efficiency and effectiveness of facility operations.

The following activities are not eligible for support by the Community Recreation Planning Program:

Site boundary and topographic surveys, detailed engineering investigations, preliminary architectural drawings, working drawings and specifications, the development of Official Plan policies or Official Plan amendments, and any planning study that does not have recreation as its focus.

## What is the funding formula?

The Community Recreation Planning Program shares up to a maximum of 50% of the costs of eligible planning studies in communities over 5,000 in population and up to a maximum of 75% in communities of 5,000 or less population. Eligible expenditures to be shared include the costs of:

- Consulting firms.
- Short-term staff members.
- Report presentation and printing which are necessary for the effective communication of the study results.

Note: donated labor is *not* eligible to be considered as part of the total costs of the planning study.

Application must be received and accepted as complete by the Ministry on or prior to January 31. Upon approval of the project, the provincial grant will be paid in full.

## How do you apply?

Financial assistance for recreation planning studies is obtained via the process outlined below. Please note that the financial assistance is limited to recreation planning activities that are described in this guide. Also, that assistance is subject to the availability of funds.

### 1. Need for planning

You identify critical issues and determine that planning may lead to effective action. Your ministry consultant will be able to help in this pre-planning process.

### 2. Definition of study

Discuss with your ministry consultant the scope and content of the proposed study and develop mutually-agreeable terms of reference for the study.

### 3. Application

You prepare and your ministry consultant accepts, as complete, the application form, including the agreed-to terms of reference and the study cost.

### 4. Decision

The Minister of Tourism and Recreation examines the merits of your request and informs you of his decision with regard to your proposed study.

This is an outline of only the steps in the planning process that relate to financial assistance from the Community Recreation Planning Program. For assistance in other steps such as setting-up the study team, writing the terms of reference, selecting a consultant, obtaining community input, implementation strategies and other concerns, rely on your ministry consultant.

## Terms and Conditions

Three copies of the draft and final reports must be provided to the ministry as well as a post project report showing an accounting of all expenditures and revenues for the project.

# **Ministry of Tourism and Recreation**

## **Field Offices**

### **SOUTHWESTERN REGION**

#### **London**

255 Dufferin Ave.  
Ste. 601  
London, Ontario  
N6A 5K6  
(519) 679-7156

#### **Windsor**

250 Windsor Avenue  
6th Floor  
Windsor, Ontario  
N9A 6V9  
(519) 256-4919

#### **Kitchener**

30 Duke St. W.  
4th Floor  
Kitchener, Ontario  
N2H 3W5  
(519) 578-3600

#### **Hanover**

427 10th Street  
2nd Floor  
Hanover, Ontario  
N4N 1P8  
(519) 364-1626

### **CENTRAL REGION**

#### **Toronto**

700 Bay Street  
8th Floor  
Toronto, Ontario  
M5G 1Z6  
(416) 965-0286

#### **St. Catharines**

15 Church St.  
Ste. 404  
St. Catharines, Ontario  
L2R 3B5  
(416) 684-2345

#### **Barrie**

114 Worsley Street  
Barrie, Ontario  
L4M 1M1  
(705) 737-3301

#### **Huntsville**

114 Main St. E  
Huntsville, Ontario  
P0A 1K0  
(705) 789-4448

#### **Hamilton**

119 King Street  
8th Floor  
Hamilton, Ontario  
L8N 3Z9  
(416) 521-7244

### **EASTERN REGION**

#### **Ottawa**

10 Rideau St.  
4th Floor  
Ottawa, Ontario  
K1N 9J1  
(613) 566-3725

#### **Kingston**

1055 Princess Street  
Ste. 304  
Kingston, Ontario  
K7L 5T3  
(613) 545-4350

#### **Peterborough**

305 Stewart Street  
Peterborough, Ontario  
K9J 3N2  
(705) 748-3711

#### **Brockville**

2211 Parkedale Avenue  
Brockville, Ontario  
K6V 6B2  
(613) 342-5522

### **NORTHEAST REGION**

#### **Sudbury**

199 Larch Street  
4th Floor  
Sudbury, Ontario  
P3E 5P9  
(705) 675-4346

#### **North Bay**

147 McIntyre Street West  
2nd Floor  
North Bay, Ontario  
P1B 2Y5  
(705) 474-3821

#### **Sault Ste. Marie**

390 Bay Street  
3rd Floor  
Sault Ste. Marie, Ontario  
P6A 1X2  
(705) 942-3751

#### **Timmins**

22 Wilcox Street  
2nd Floor  
Timmins, Ontario  
P4N 3K6  
(705) 267-7117

### **NORTHWEST REGION**

#### **Thunder Bay**

435 James St.  
P.O. Box 5000  
Thunder Bay, Ontario  
P7C 5G6  
(807) 475-1325

#### **Dryden**

479 Government Rd. Dr.  
P.O. Box 3000  
Dryden, Ontario  
P8N 3B3  
(807) 223-2271

#### **Fort Frances**

616 Mowat Avenue  
Fort Frances, Ontario  
P9A 3N1  
(807) 274-3259

#### **Kenora**

808 Robertson St.  
Kenora, Ontario  
P9N 3X9  
(807) 274-3259

### **TORONTO PROGRAM BRANCHES**

#### **Recreation Branch**

77 Bloor Street W.  
Toronto, Ontario  
M7A 2R9  
(416) 965-5665

#### **Sports & Fitness Branch**

77 Bloor Street W.  
Toronto, Ontario  
M7A 2R9  
(416) 965-4591



# Application for a Community Recreation Planning Grant

Ministry of Tourism and Recreation

Please Print or Type

## Applicant Information

Organization Requesting Grant (Complete all parts)

Applicant Organization	
Address	
City/Town	Postal Code
Tel - Home (   ) -	Bus. (   ) -

Contact Person	
Address	
City/Town	Postal Code
Tel - Home (   ) -	Bus. (   ) -

Cheque to be Mailed to: (If different from above)

Payee	Name of Official		
Address (include Postal Code)	Position/TITLE		
City/Town	Postal Code	Tel - Home (   ) -	Bus. (   ) -

## Project/Facility

Title/Name	Estim. Start Date	Estim. Completion Date	No. of Wks.
Specific Location of Project/Facility	Postal Code		

**Return To:**  
(Office Stamp Here)

## Ministry Use Only

Applicant Identifier	File No.		
County	Municip.	Elect. Dist.	Consult Code
1	2	3	4
Budget Code	Common Object Code		
Estimated Payments	Amount		
1 M Y 2	Amount		
Date Application Received	Date Application Completed		
D M Y	D M Y		

## If applicable

Facility/Activity Types	Facility Identifier	Locat. Code
1	2	3
County	Municip.	Elect. Dist.
4	5	6
Total Project	Amount Requested	
\$	\$	
Eligible Amount		
\$		

**1. Status of organization** (not applicable to municipalities or other statutory organizations)

**(a)** Date of formation      **(b)** Are you an incorporated non-profit org.  
     Yes       No      **(c)** Date of Incorporation      **(d)** Charitable tax number (if applicable)

(e) Briefly describe the objectives of your organization:

**2. Has your organization ever applied for a Community Recreation Planning Grant before?**

Yes       No

### **3. Details of Planning Project**

Please provide a brief description of the type of study to be undertaken: (use additional paper if necessary)

Please attach the Terms of Reference of your planning study (see brochure)

#### **4. Consultant Selection Procedure (if applicable)**

How will you select a Consultant? Note: If no competitive process is to be used please state reasons and details.

### 5. Estimated Funding from Federal or Provincial Grant Programs (excluding Wintario)

Federal Government Program			
Name of Contact	Telephone No.	Has Approval been rec'd?	\$
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Provincial Government Program			
Name of Contact	Telephone No.	Has Approval been rec'd?	\$
<input type="checkbox"/> Yes <input type="checkbox"/> No			

Total Estimated Funding from Senior Governments (excluding Wintario)

\$

Other Sources of Funds (not including Federal or Provincial Grant Programs)

Source of Funding	Amount
MUNICIPAL:	\$
DONATIONS:	\$
FUNDRAISING:	\$
FEES:	\$
OTHER:	\$
	Total \$

### 6. Estimated Project Costs (see Guide)

Consultant Costs .....	\$
Report Preparation and Printing Costs.....	\$
Other Costs (specify) (use additional paper if necessary) .....	\$
	\$
	\$
	\$
	\$
	Total \$

### 7. Estimated Grant Calculations

Estimated Cost of Planning Study (total from question 6) .....	\$	A
Total Estimated Funding from Federal & Provincial Governments (total from question 5).....	\$	B
Net Estimated Cost eligible for Community Recreation Planning Grant (subtract B from A).....	\$	C
Community Recreation Planning Grant Requested (note: see brochure for funding formula) ....	\$	

### Statement by Applicant

I verify that the information given in this request for approval and in any documents attached is true, correct and complete in every respect. I also certify that I have personal knowledge that the details of other sources of support as stated above are correct as of \_\_\_\_\_.

(date)

I hereby acknowledge that I am aware that the use of these funds is subject to audit by staff of the Ministry of Tourism and Recreation and I agree that all records, vouchers, correspondence, etc., as are required by these auditors, will be made available to them on demand.

I agree to comply with the Criteria and Terms and Conditions of the Community Recreation Planning Grant as stated in the Brochure and in the Minister's letter of Approval and to use the grant only for those purposes stated in the Minister's letter of Approval.

Name of Authorized Official

Position/Title

Signature of Authorized Official

Date

## **8. Anticipated Results**

- a) Describe the benefits expected by your organization or municipality from this study:

- b) – Number of Person Days of Employment expected to be Created as a Result of Project.

### Employment Days

- Number of Person Days of Volunteer Contribution expected as a Result of Project.

## Volunteer Days

- c) Dollars contributed from other sources.

- |                    |          |
|--------------------|----------|
| – Federal grant    | \$ _____ |
| – Provincial grant | \$ _____ |
| – Municipal grant  | \$ _____ |
| – Donations        | \$ _____ |
| – Fundraising      | \$ _____ |
| – Fees             | \$ _____ |
| – Other            | \$ _____ |
| <b>TOTAL \$</b>    |          |

**TOTAL \$** \_\_\_\_\_

- d) Financial savings expected as a result of this project in first fiscal year after its completion

- e) The dollar value of increased recreation services as a result of this project in the first fiscal year after its completion (if available)

- f) (i) Number of community recreation organizations to be consulted during the study  
(ii) Total number of community recreation organizations in Community

- g) (i) Number of residents in community to be consulted during the study  
 (ii) Total number of residents (municipal population)



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